WELCOME TO THE ARIZONA DEPARTMENT TRANSPORTATION JOINT PROJECT AGREEMENT INSTRUCTIONAL GUIDE FOR COMPREHENSIVE AGREEMENT RESOURCE (CAR)

#### What you'll need before initiating an Agreement in CAR!

- CAR Access
  - a.) Complete the Computer Access Request Form (CARF)(located on Intranet under forms)
  - b.) Schedule CAR training contact CAR Administrator
  - c.) CAR Instruction Manual http://car/default.aspx
- Type of Agreement
   ADOT Project No. (Complete Project Master before initiating, if Project No. is applicable to the Agreement)
- Federal Project No.
- TIP/STIP No.
- Budget Source Item No. (if applicable)
- How is the Project being Funded?
  - a.) State
  - b.) Federal/Local Match
  - c.) Federal/State Match
- Project Breakdown Cost (if applicable)

Project Contacts/Team Members

1.) Project Manager

2.) Finance (always the PM)3.) R/W (always John Eckhardt)

4.) Any Team Member you would like to review the Agreement

5.) Entity and Entity Point of Contact

Scope of Work - Purpose of the Agreement

1.) What type of Project is the Agreement for?

2.) What does the Project consist of?

Design Procurement Installation Construction Design & Construction Procurement & Installation Maintenance

3.) Project Location (i.e. Milepost etc.)?

4.) Who will administer the Project (i.e. State and/or Entity)?

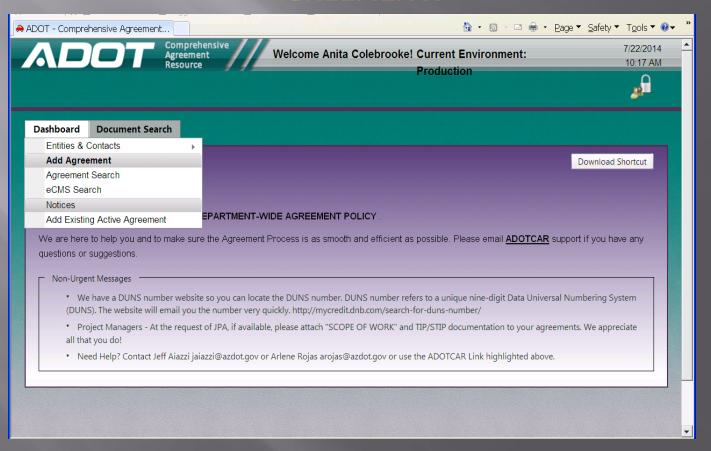
5.) Who is responsible for what?6.) If there is maintenance work involved, who is responsible for the maintenance?

7.) What is the maintenance scope? (water, landscape, sidewalks, graffiti, equipment, electrical costs, etc.?

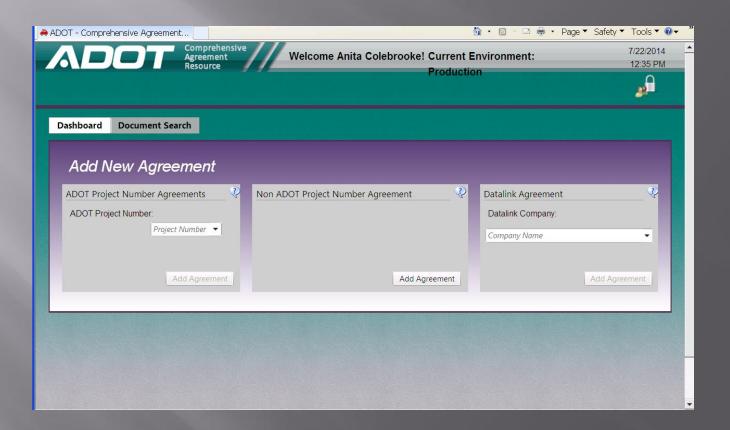
- 8) Who is handling the Right of Way acquisition? (if applicable)
- 9.) Is there abandonment? Transfer of right-of-way?
- 10.) Are Temporary Construction Easements (TCE) required?

### HOW DO I INITIATE A NEW AGREEMENT IN THE CAR SYSTEM?

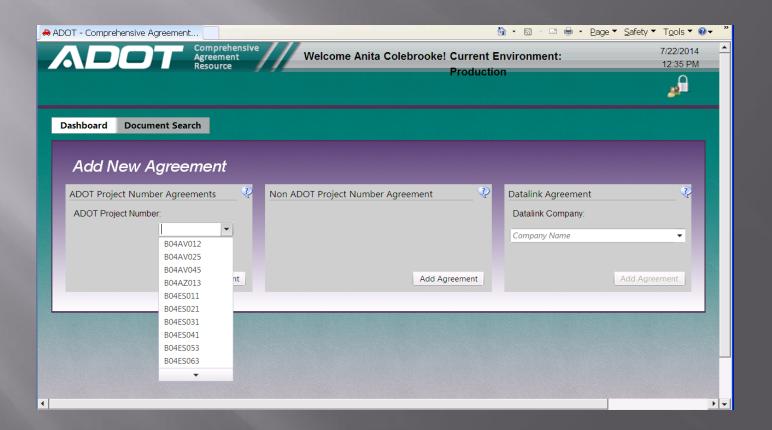
Go to the intranet, type in <a href="https://car/">HTTP://CAR/</a>, CLICK on download shortcut, CLICK on DASHBOARD, select ADD AGREEMENT.



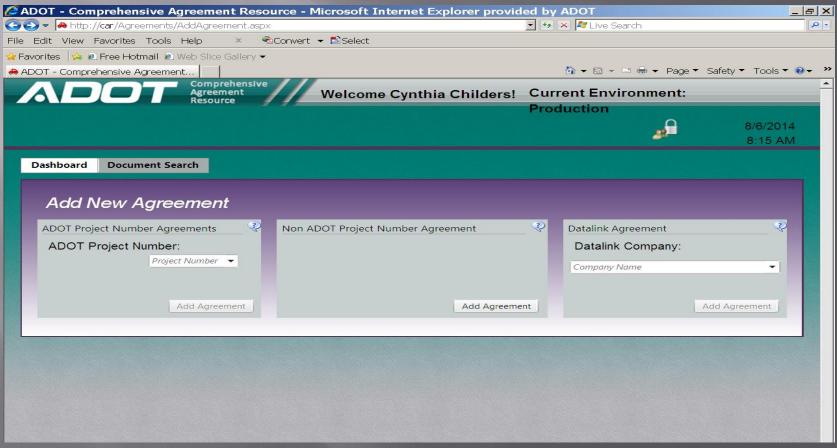
### Select the type of Agreement PROJECT or NON-PROJECT.



# If you have a Project No., enter & select the Project Number from the drop-down list.



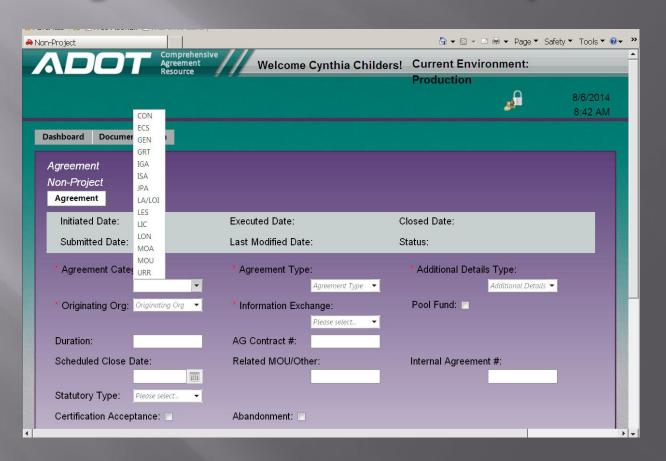
#### If a Project No. is not associated with the Agreement, select Non-Project Agreement, and click on Add Agreement.



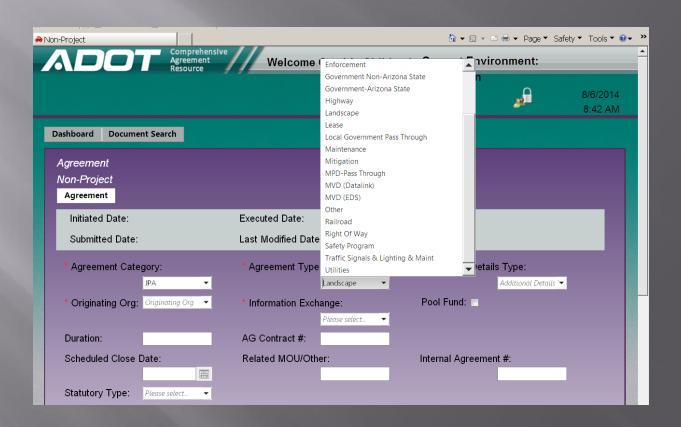
To Initiate and Submit a NON-PROJECT Agreement continue with the following steps.

To Initiate and Submit a PROJECT Agreement, go to page 25.

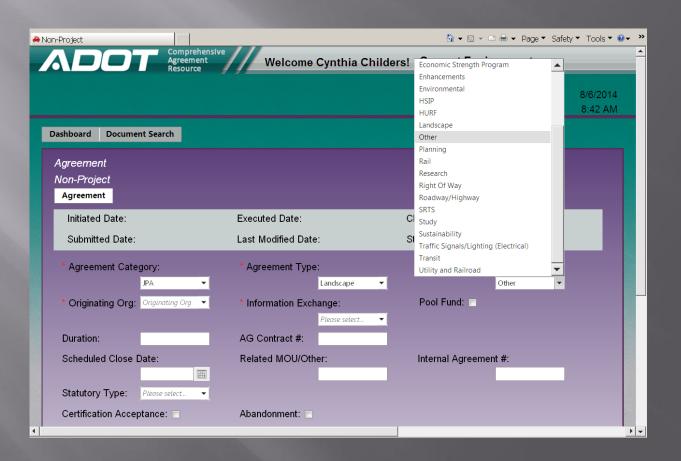
### Click on Agreement Category and select type of Agreement from the drop-down list.



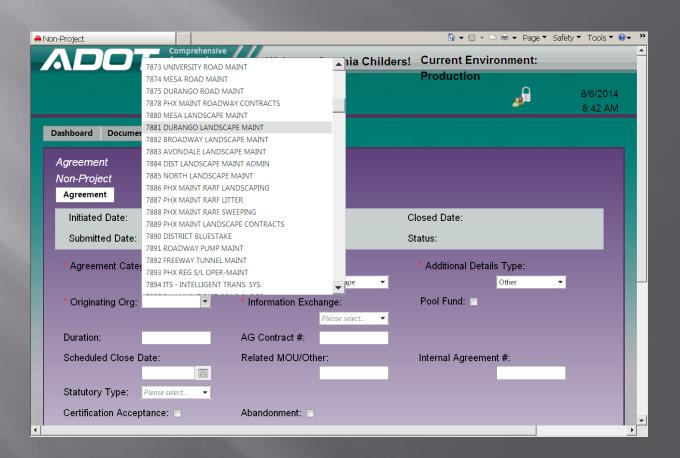
### Click on Agreement Type, select the type of Project.



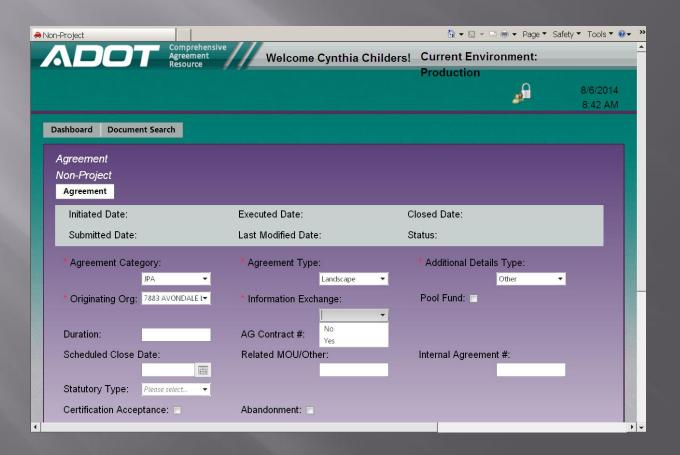
### Click on Additional Details and select as appropriate.



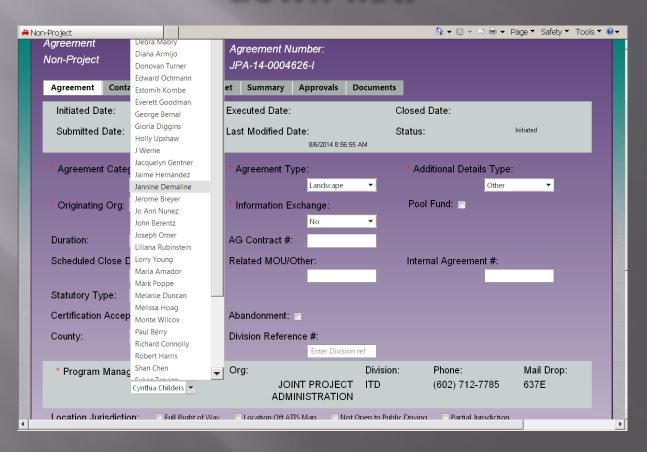
### CLICK on Originating Org and select your Org from the drop-down list.



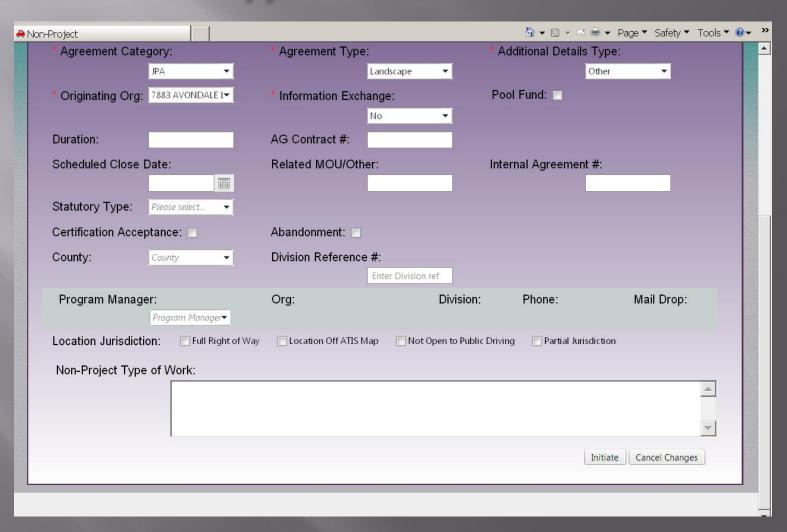
Click on the Information Exchange and select 'NO'. (Only Datalink agreements select 'YES')



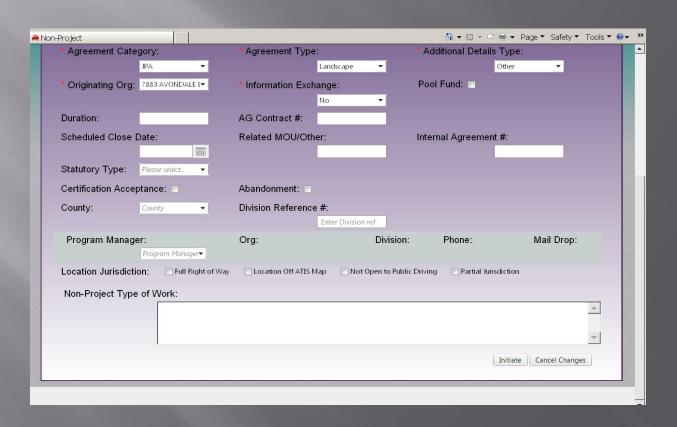
Click on the Program Manager box and select the Program Manager from the drop-down list.



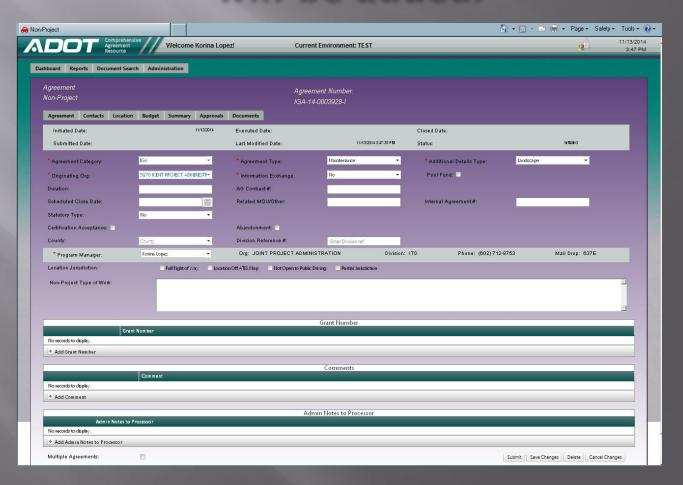
### Enter Project details into the 'Non-Project Type of Work' box.



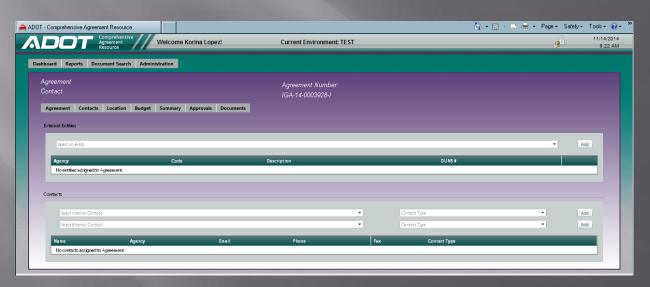
### Click the Initiate button, at the bottom right corner of the page.



After clicking Initiate, an Agreement Number will be assigned and a list of tabs will be added.

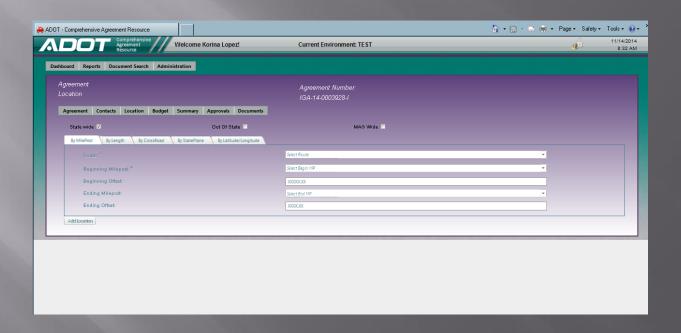


CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts and Contact Types, CLICK add for each one.\* Enter and select External Contacts and Contact Types, CLICK add for each one.

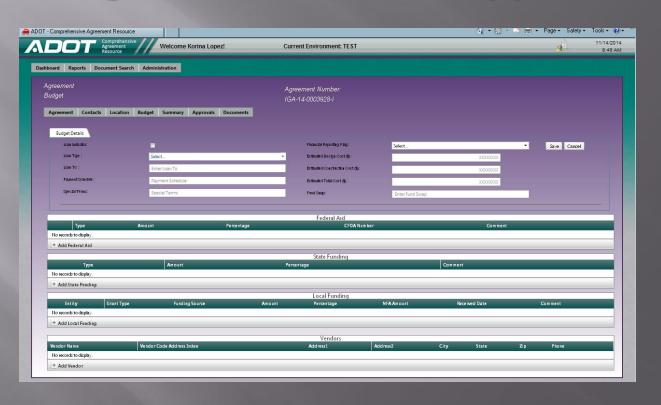


<sup>\*</sup>A Finance contact (PM), a Right-of-Way contact (John Eckhardt) and an Operational Contact (Program Manager) are ALWAYS required in Non-Project Agreement requests.

### CLICK on the Location tab. Enter and select all Project location information.

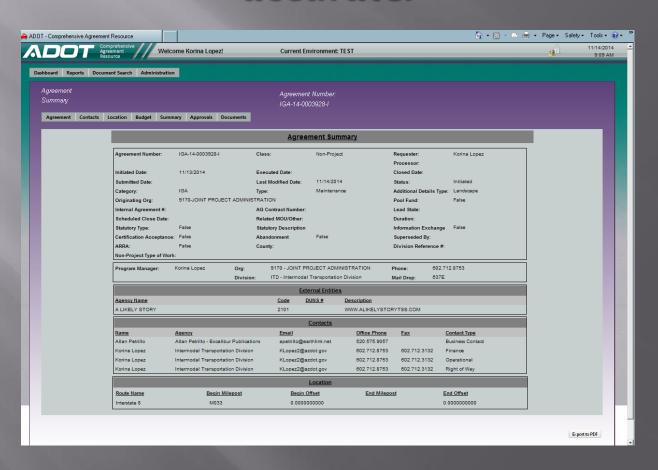


### CLICK on the Budget tab. Enter and select all Budget information, if applicable.\*

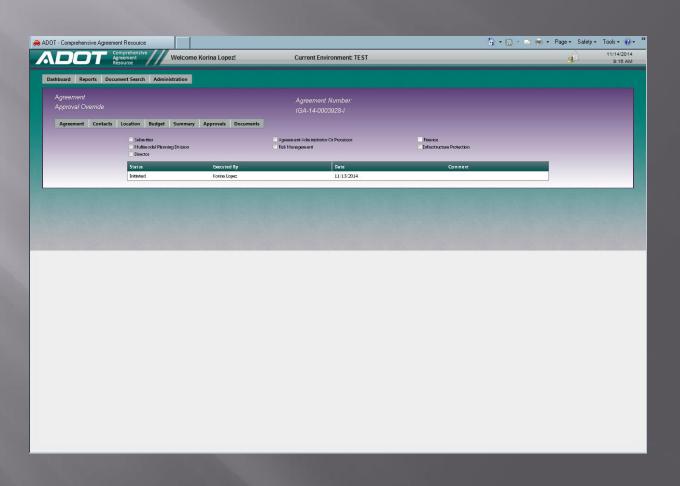


<sup>\*</sup>Non-Project IGA/JPA requests will not have a budget associated with the Agreement. IGA/JPA's require an ADOT Project No. if there are funds being exchanged.

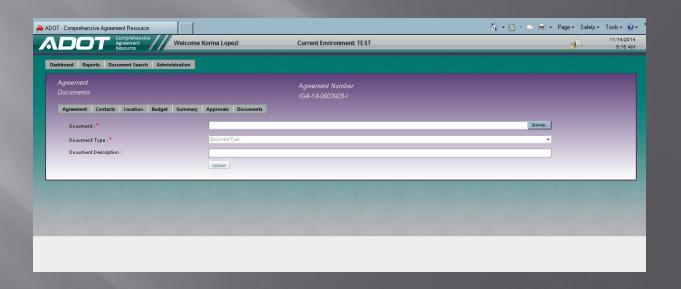
## CLICK on the Summary tab. Review and verify that all information entered is accurate.



### CLICK on the Approvals tab to view Agreement status.



CLICK on the Documents tab.
Upload exhibits, scope of work and other
documents pertaining to the Project.\*



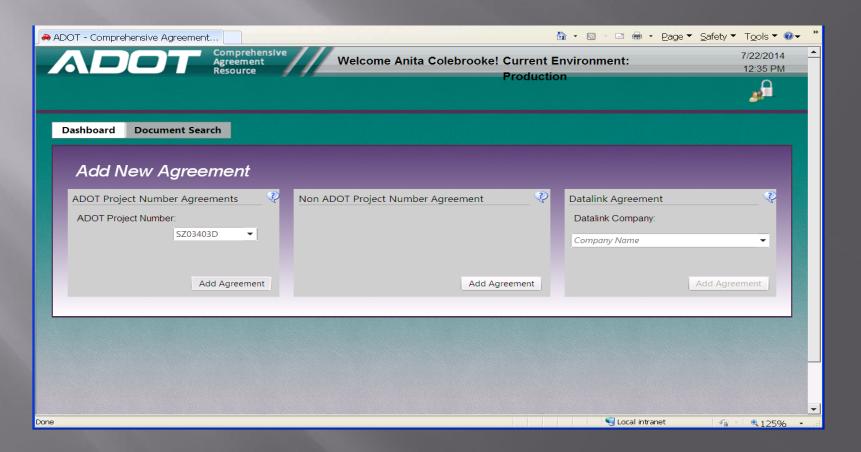
If all information entered is complete and correct, you are ready to SUBMIT your request. Return to the Agreement tab, CLICK Submit at the bottom right corner of the page. If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As Submitter this is your final step, once the Agreement is submitted you will have readonly access to your Agreement.

When ready to proceed, CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. If approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.

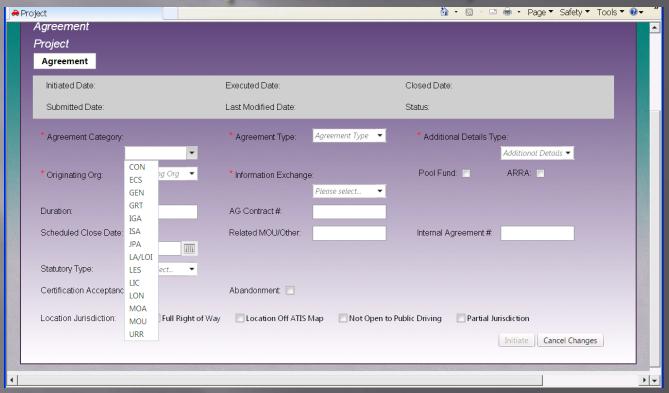
| - Agreeme  | ent Welcome Korina L                         | opez! Current                              | Environment: TEST                         |                           | <b>Q</b>            |
|--|--|--|---|---------------------------|---------------------|
| Compre<br>Agreeme<br>Resource  | . //-  |  |   |                           |                     |
| board Reports Document   | Search Administration                        |  |   |                           |                     |
| greement   |  | Agraeme                                    | ent Number:                               |                           |                     |
| Ion-Project  |  |  | 0003928-/                                 |                           |                     |
| Agreement Contacts Local   | tion Budget Summary Approva                  | ls Documents                               |   |                           |                     |
| Initiated Date:  | 11/13/2014                                   | Executed Date:                             |   | Closed Date:              |                     |
| Submitted Date:  |  | Last Modified Date:                        | 11/14/2014 9:17:08 AM                     | Status:                   | is Marked           |
| *Agreement Category:   | EGA +  | *Agreement Type:                           | Haintenance ▼                             | *Additional Details Type: | Landscape +         |
| * Originating Org:   | 9170 KIENT PROJECT ADMINISTRY                | * Information Exchange:                    | llo ▼                                     | Pool Fund:                |                     |
| Duration:  |  | AG Contract#:                              |   |                           |                     |
| Scheduled Close Date:  |  | Related MOU/Other:                         |   | Internal Agreement#:      |                     |
| Statutory Type:  | llo 🕶  |  |   |                           |                     |
| Certification Acceptance:  |  | Abandonment:                               |   |                           |                     |
| County:  | County                                       | Division Reference #:                      | Enter Division ref                        |                           |                     |
|  |  |  |   |                           |                     |
| * Program Manager:   | Korina Lopez 🔻                               | Org: JOINT PROJECT ADMINIST                | TRATION Division                          | : ITD Phone: (602) 712-87 | 763 Mail Drop: 637E |
|  |  |  |   | : ITD Phone: (802)712-87  | 763 Mail Drop: 637E |
| Location Jurisdiction:   |  | Org: JOINT PROJECT ADMINIST                |   | : ITD Phone: (802)712-87  | 763 Mail Drop: 637E |
| * Program Manager:<br>Location Jurisdiction:<br>Non-Project Type of Work:  |  |  |   | : ITD Phone: (602)712-87  | Mail Drop: 637E     |
| Location Jurisdiction:   |  |  |   | : ITD Phone: (802)712-87  | 763 Mail Drop: 837E |
| Location Jurisdiction:   |  |  |   | : ITD Phone: (602)712-87  | 763 Mail Drop: 637E |
| Location Jurisdiction:   |  |  |   | : ITD Phone: (802)712-87  | 753 Mail Drop: 637E |
| Location Jurisdiction: Non-Project Type of Wolk:   | Full Right of Way Loo                        | cation Off ATIS Map Hot Open to Public Dri |   | : ITO Phone: (602)712-87  | 763 Mail Drop: 637E |
| Location Jurisdiction: Non-Project Type of Wolk:   |  | cation Off ATIS Map Hot Open to Public Dri | ing Partial Autodiction                   | : ITO Phone: (882)742-87  | 753 Mail Drep: 637E |
| Location Jurisdiction: Non-Project Type of Wolk:   | Full Right of Way Loo                        | cation Off ATIS Map Hot Open to Public Dri | ing Partial Autodiction                   | : ITO Phone: (802)712-87  | 763 Mail Drop: 637E |
| Location Jurisdiction: Non-Project Type of Work:   | Full Right of Way Loo                        | cation Off ATIS Map Hot Open to Public Dri | ing Partial Autodiction                   | : ITD Phone: (802) 712-97 | 763 Mail Drop: 637E |
| Location Jurisdiction:  Non-Project Type of Work:  Ho records to display.  | Full Right of Way Loo                        | cation Off ATIS Map Hot Open to Public Dri | ing Pantal Ausdrton  Grant Number         | : ITD Phone: (882)742-87  | 763 Mail Drep: 637E |
| Location Jurisdiction:  Non-Project Type of Work:  Ho records to display.  | _ Full Pight of ∀ay Loc                      | cation Off ATIS Map Hot Open to Public Dri | ing Partial Autodiction                   | : ITO Phone: (802)712-87  | 763 Mail Drop: 637E |
| Location Jurisdiction:  Non-Project Type of Wode:  Non-Project Type of Wode | Full Right of Way Loo                        | cation Off ATIS Map Hot Open to Public Dri | ing Pantal Ausdrton  Grant Number         | : ITO Phone: (802) 712-87 | 753 Mail Drop: 637E |
| Location Jurisdiction:  Non-Project Type of Work:  Ho records to display.   Add Grant New her  Ho records to display.  | _ Full Pight of ∀ay Loc                      | cation Off ATIS Map Hot Open to Public Dri | ing Pantal Ausdrton  Grant Number         | : ITD Phone: (882)742-87  | 763 Mail Drep: 637E |
| Location Jurisdiction:  Non-Project Type of Wode:  Non-Project Type of Wode | _ Full Pight of ∀ay Loc                      | cation Off ATIS Map Hot Open to Public Dri | ing Pantal Ausdrton  Grant Number         | : ITD Phone: (802) 712-97 | 763 Mail Drop: 637E |
| Location Jurisdiction:  Non-Project Type of Work:  Ho records to display.   Add Grant New her  Ho records to display.  | _ Full Pight of ∀ay Loc                      | anton Off AIIS Nap Not Open to Public Dri  | Fantal Aussiction  Grant Number  Comments | : ITD Phone: (882)742-87  | 763 Mail Drep: 637E |
| Location Jurisdiction:  Non-Project Type of Work:  Non-Project Type of Work:  Non-Project Type of Work:  No seconds to display.  Add Gmitt New ber  Ho seconds to display.  Add Gmitt New ber  | Full Pigit of Vay Loc  Grant Number  Comment | anton Off AIIS Nap Not Open to Public Dri  | ing Pantal Ausdrton  Grant Number         | : ITD Phone: (802)742-87  | 763 Mail Drop: 637E |
| Location Jurisdiction:  Non-Project Type of Work:  Non-Project Type of Work:  Non-Project Type of Work:  No seconds to display.  Add Gmitt New ber  Ho seconds to display.  Add Gmitt New ber  | _ Full Pight of ∀ay Loc                      | anton Off AIIS Nap Not Open to Public Dri  | Fantal Aussiction  Grant Number  Comments | : ITD Phone: (802) 712-87 | 753 Mail Drop: 637E |

# To Initiate and Submit a PROJECT Agreement continue with the following steps.

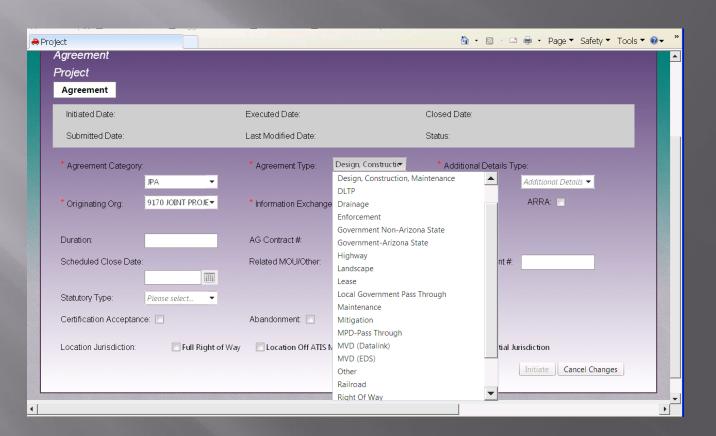
### Once the Project number is entered CLICK Add Agreement.



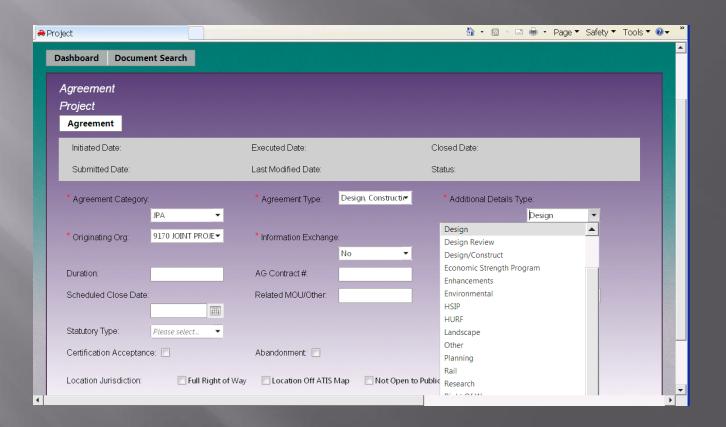
CLICK on the Agreement Category and select type of Agreement from the dropdown list. (All fields with a red asterisk are required fields.)



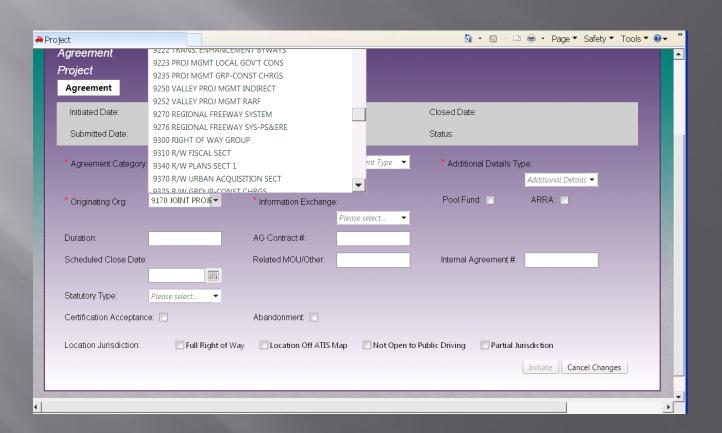
### CLICK on Agreement Type, CLICK the type of Project from the drop-down list.



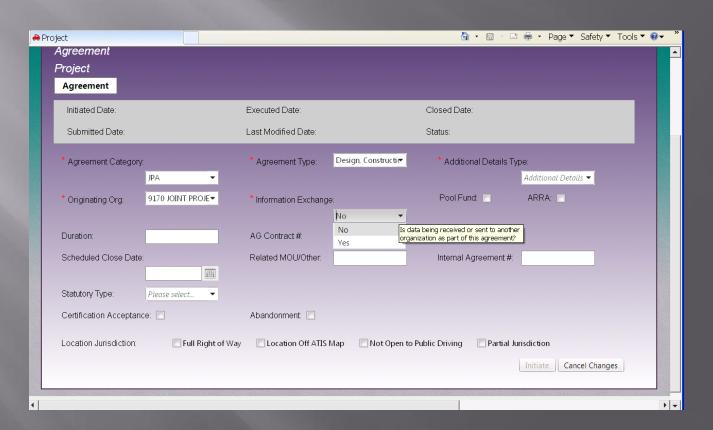
### CLICK on Additional Details and select specific details form the drop-down list.



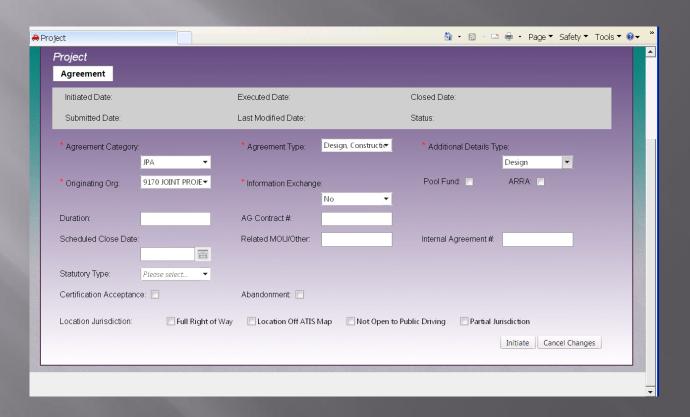
### CLICK on Originating Org and select your Org from the drop-down list.



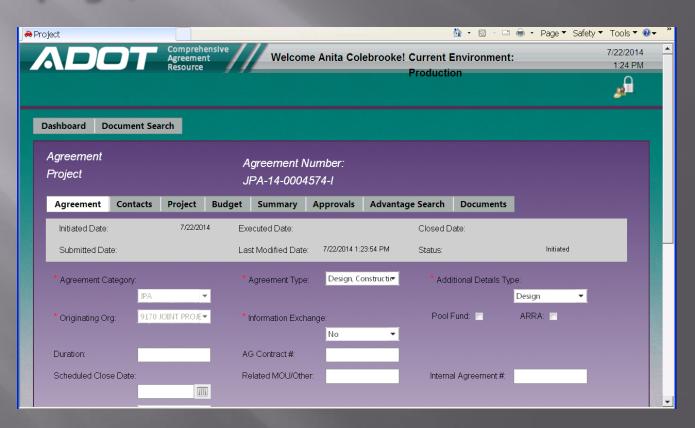
# CLICK on the Information Exchange and select 'NO'. (Only Datalink Agreements exchange information.)



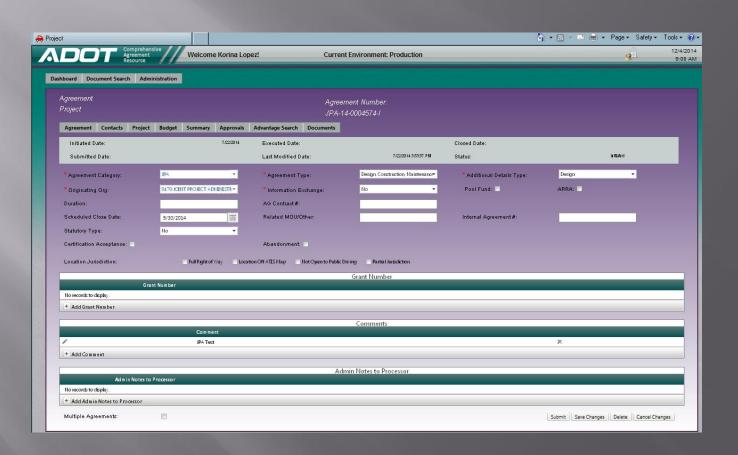
### CLICK the Initiate button at bottom right corner of page.



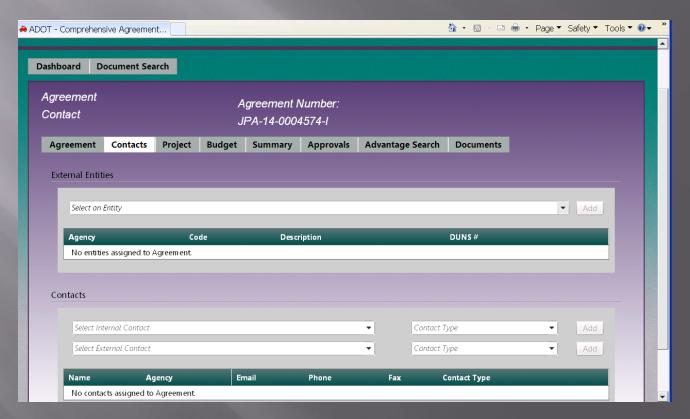
After clicking Initiate, an Agreement number is assigned (see middle of page) and a list of tabs is added.



### Enter pertinent Project details in the 'Comments' section.



CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts and Contact Types, CLICK add for each one.\* Enter and select External Contacts and Contact Types, CLICK add for each one.



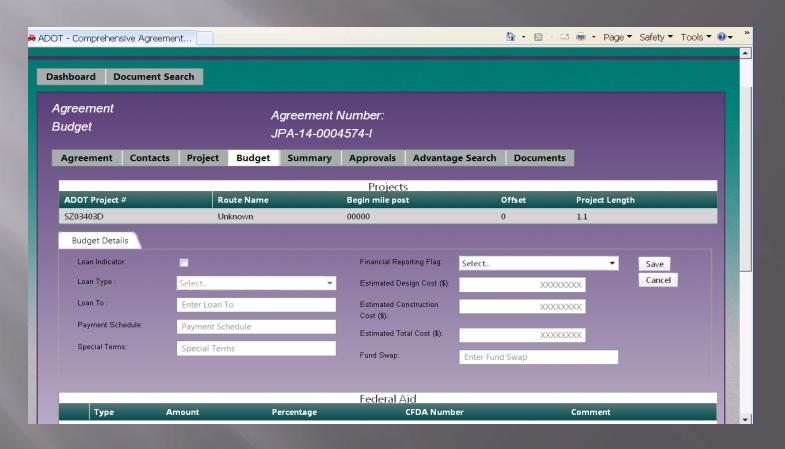
<sup>\*</sup>A Finance contact (PM) and a Right-of-Way contact (John Eckhardt) are ALWAYS required in Project Agreement requests.

CLICK on the Project tab.
This information will be pulled from the AIDW. Enter 'Administering Information'. Enter other information if available.

| roject       |                 |                           | J         | PA-14-0004    | 1574-1                 |              |              |           |                              |   |
|--------------|-----------------|---------------------------|-----------|---------------|------------------------|--------------|--------------|-----------|------------------------------|---|
| Agreement    | Contacts        | Project                   | Budget    | Summary       | Approvals              | Advantage :  | Search D     | ocuments  |                              |   |
| + Add Anot   | her Project     |                           |           |               |                        |              |              |           |                              |   |
| Adot Project | f               | Route Na                  | me        | Begin Mile    | post                   | Milepost O   | ffset        |           | ject Length Miles            |   |
| SZ03403D     |                 | Unknown                   |           | 00000         |                        | 0            |              | 1.1       |                              |   |
| Details of A | .dotProject#S   | Z03403D                   |           |               |                        |              |              |           |                              | ^ |
| Feder        | al Aid#:        | H0L-0(20                  | O)A       | Bid Due Date  |                        |              | Project Ma   | ınager    |                              |   |
| cog          | Name:           | Northe                    | n Arizona | Project Close | d Date:                |              | Name:        | Aszita    | Mansor                       |   |
|              |                 | Council of<br>Governments |           | Final Estimat | e Date:                |              | Depa         |           | ppment                       |   |
| STIP         | /ear:           |                           |           | Final ∀ouche  | r Date:                |              | Divisio      | n: Interm | odal Transportation Division |   |
| 1 PITS       | Number:         |                           |           | County:       | State                  |              | Section      |           | t Management                 |   |
| ARRA         | Funded:         |                           |           | Adverti       | sement 7/31/3<br>Date: | 2014         | Phone        |           | 712-6961                     |   |
|              | nnification &   |                           |           | Division Re   | ference                |              | Mail D       | rop: 614E |                              |   |
| Ins Re       | eqs:            |                           |           |               | #:                     |              |              |           |                              |   |
|              | istering Inform |                           |           | Design:       | ADO                    | or <b>▼</b>  | Maintena     | nce:      | / ADOT                       |   |
|              | Corisa action.  | 11100                     |           | Design.       | TAD.                   |              | iviairiteria |           | Local                        |   |
|              | Right Of Way:   | ADOT                      | -         | Parcel Nu     | mber:                  |              |              |           |                              |   |
| Туре С       | of Work:        |                           | SYSTEM    | PRESERVATION  | (ENGINEERING           | i)           |              |           |                              |   |
| Work         | Description:    |                           | Design P  | hase          |                        |              |              |           |                              |   |
| Projec       | t Description:  |                           | CITY OF I | HOLBROOK, MC  | LAWS RD                |              |              |           |                              |   |
|              |                 |                           |           | Ad            | vantage Co             | ntract Numbe | r            |           |                              |   |
|              | Co              | ntract Num                | ber       |               |                        |              |              |           |                              |   |

CLICK on the Budget tab.

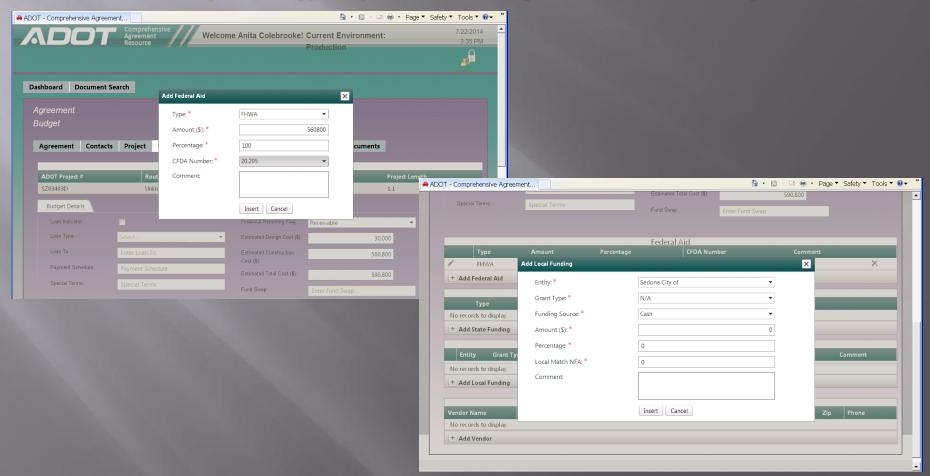
Enter funding information for EACH phase by clicking on the appropriate phase (Design/Construction), if applicable.\*



<sup>\*</sup>Do not combine phases, include only design funding under Design and construction funding under Construction. Do not enter commas and/or decimals.

(Budget tab cont.)

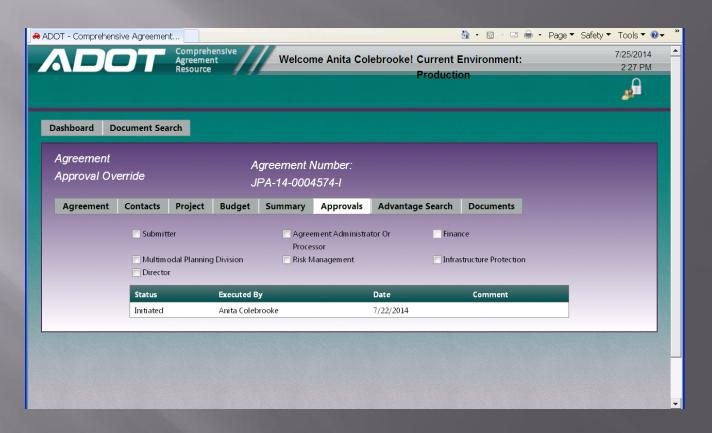
Enter funding responsibility information, as required, for each phase and for each participating agency. CLICK on each ADOT Project No. and enter the funding for that phase only. If multiple phases exist, do the same for each. Select the CFDA No. from the drop-down, typically 20.205 for design and construction Projects.



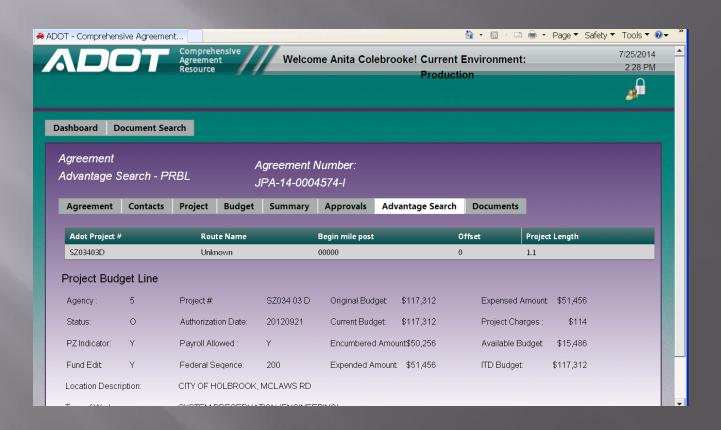
# CLICK on the Summary tab. Review and verify that all information entered is accurate.

| Agreement<br>Summary |         |                  | Agreement Number:<br>JPA-14-0004574-I |             |                 |          |                  |                         |                           |
|----------------------|---------|------------------|---------------------------------------|-------------|-----------------|----------|------------------|-------------------------|---------------------------|
| Agreement Co         | ontacts | Project          | Budget                                | Summary     | Approvals       | Adv      | antage Search    | Documents               |                           |
|                      |         |                  |                                       |             |                 | Agre     | eement Sum       | ımary                   |                           |
| Agreement Number:    |         | JPA-14-0004574-I |                                       | Class:      |                 | Project  |                  | Requester:              |                           |
|                      |         |                  |                                       |             |                 |          |                  |                         | Processor:                |
| nitiated Date:       |         | 7/22/2014        |                                       |             | Executed Date:  |          |                  |                         | Closed Date:              |
| Submitted Date:      |         |                  |                                       |             | Last Modified D | ate:     | 7/22/2014        |                         | Status:                   |
| Category:            |         | JPA              |                                       |             | Туре:           |          | Design, Co       | nstruction, Maintenance | e Additional Details Type |
| Originating Org:     |         | 9170-JOIN        | T PROJECT                             | ADMINISTRAT | ΠΟΝ             |          |                  |                         | Pool Fund:                |
| Internal Agreemen    | nt #:   |                  |                                       |             | AG Contract Nu  | ımber:   |                  |                         | Lead State:               |
| Scheduled Close I    | Date:   | 9/30/2014        |                                       |             | Related MOU/O   | ther:    |                  |                         | Duration:                 |
| Statutory Type:      |         | False            |                                       |             | Statutory Desc  | ription  |                  |                         | Information Exchange      |
| Certification Acce   | ptance: | False            |                                       |             | Abandonment     |          | False            |                         | Superseded By:            |
| ARRA:                |         | False            |                                       |             |                 |          |                  |                         |                           |
| Comment:             |         | JPA Test         |                                       |             |                 |          |                  |                         |                           |
|                      |         |                  |                                       |             |                 | <u>E</u> | xternal Entities | <u>s</u>                |                           |
| Agency Name          |         |                  |                                       |             | Code            |          | DUNS#            | Description             |                           |
| Sedona City of       |         |                  |                                       |             | S046            | 516      | 832079032        | City of Sedona          |                           |

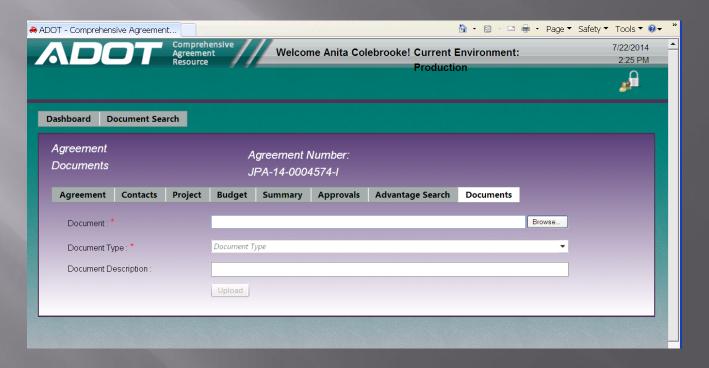
### CLICK on the Approvals tab to view Agreement status.



### CLICK on the Advantage Search tab to view Project Budget information.



# CLICK on the Documents tab. Upload exhibits, scope of work and other documents pertaining to the Project.\*

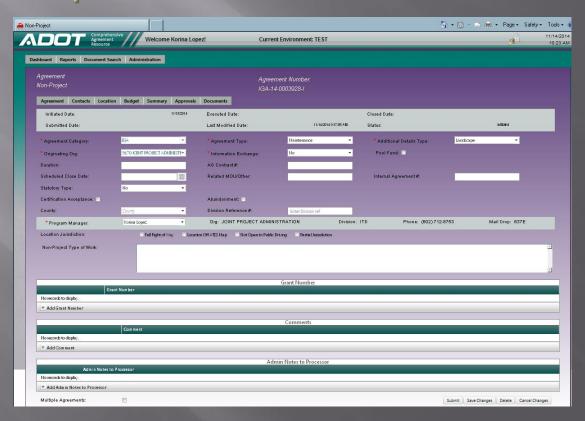


<sup>\*</sup>See CAR Manual for detailed instructions for uploading documents.

If all information entered is complete and correct, you are ready to SUBMIT your request. Return to the Agreement tab, CLICK Submit at the bottom right corner of the page.

If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As Submitter this is your final step, once the Agreement is submitted you will have read-only access to your Agreement.

When ready to proceed, CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. When approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.



#### If you have any questions, contact the JPA office.

Joint Project Administration 205 S. 17<sup>th</sup> Ave.

Phoenix, AZ 85007

Phone: 602.712.7124

Fax: 602.712.3132

JPABranch@azdot.gov